

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-31

Date: October 13, 1998
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
EDD JOB SERVICE OFFICE MANAGERS
JTPD MANAGERS

SUBJECT: SDA ADMINISTRATORS' QUARTERLY MEETING

A Service Delivery Area (SDA) Administrators' Quarterly meeting will be held on Friday, December 11, 1998, at the following location:

Westin Horton Plaza
910 Broadway Circle
San Diego, CA 92101

The meeting will convene at 8:00 a.m. and adjourn by no later than 4:00 p.m. A block of rooms has been reserved until **November 10, 1998**. The room rate is \$79.00 single occupancy and \$94.00 double occupancy, plus 10.5 percent tax. Reservation requests received after November 10, 1998, will be accepted on a "space available" basis only and may not be available at the conference rate. The room block is listed under "SDA Administrators' Meeting." To make your reservation, telephone the Westin Horton Plaza at (619) 239-2200 and ask for Reservations.

Transportation to and from the San Diego International Airport is provided by Coastline Shuttle for \$5.00 one-way. To arrange for curbside pickup at the airport, telephone Coastline Shuttle at (800) 434-5166 and let them know which airline you will be flying. Shuttle service from the hotel to the airport is scheduled every thirty minutes on the hour and the half-hour. The hotel offers valet parking at a cost of \$18.00 per night with in-and-out privileges. Self-parking is also available at \$12.00 per night with in-and-out privileges. Please note the parking rates are subject to change without prior notice.

If you have any questions regarding the SDA Administrators' Quarterly meeting, please contact Michelle Haakenson at (916) 654-9815. An agenda and map to the hotel will follow under separate cover.

/S/ BILL BURKE
Assistant Deputy Director